

Fingerprints

If you pass the state background check, you will get instructions for scheduling your fingerprint appointment. Make sure to follow all instructions on the fingerprint appointment form.

Schedule your appointment right away. If your results are not received by DSHS within 120-days of hire, you will not be permitted to work until your final fingerprint results are reviewed.

Contacts

If you need technical assistance completing the online form, contact the Background Check Central Unit (BCCU): 360-902-0299, option 2 or bccuinquiry@dshs.wa.gov

To check on the status of your background check after you have submitted the form, contact:

Other information you will/may need to fill out your form:

- Driver's License or state-issued ID number
- Your mailing address
- Email address
- If you have criminal history, charging or court papers will help you answer questions that require crime dates and official crime names.

Attention!

Background Check Requirements for Applicants

Instructions for completing your online Background Check Authorization Form



Requirements

You must pass a:

- Washington state background check before contracting.
- FBI fingerprint background check within 120-days of hire.

You may be asked to complete a state and/or FBI fingerprint check at any time.

State Law

State law does not allow you to be contracted or paid through state or federal funds if your background check shows convictions, pending charges, or negative actions that are disqualifying.

What you need to know

- You are using a secure site maintained and monitored by DSHS to enter personal information.
- Give yourself at least 15 minutes to complete your form.



Complete your online Background Check

Authorization form
(using Google Chrome Browser) at:

<https://fortress.wa.gov/dshs/bcs/>

- Enter your email address to receive a confirmation number which is good for 90 days to provide to other hiring entities.
- Enter this additional email address at the end of the online form to instantly send your confirmation number to the office submitting your background check:

Enter your name and the confirmation number below.

NAME:

DATE OF BIRTH:

CONFIRMATION NUMBER:

Attention

Remember to provide your **Date of Birth** with the confirmation number to hiring authority so they are able to submit your background check!

